

# Bacchus Marsh and District Historical Society Inc.

## Research Request

Complete the form below and send with cheque or money order for AUD \$25 payable to Bacchus Marsh & District Historical Society Inc or  
Direct Credit Bendigo Bank- BMDHS Inc BSB 633 000 A/C 155090822, please make the reference your name.

Address the envelope to the following address:

Research Requests  
Bacchus Marsh & District Historical Society Inc.  
PO Box 223  
Bacchus Marsh  
VIC 3340.

Your full name:		
Postal Address:		
Email:		
Phone:		
Brief summary of request		
Are you willing for us to pass on your information to other researchers who may be interested in the same topic/family?	Yes	No
Signature & Date:	----- /-----/-----	

\*\*\* Please attach copies of any additional documents that may assist us.

NOTE: The AUD \$25 fee covers one hour of research and up to [5 A4 plain](#) paper photocopies of documents.

The Historical Society will contact you if additional work is needed to properly fulfil your request. A firm cost estimate will be given at that time.

The full schedule of fees is shown on the next page.

Updated 18/4/2018

## Schedule of Fees

The Bacchus Marsh & District Historical Society is a not for profit incorporated association. Staffed entirely by volunteers, the Society provides high quality historical research services to the public and local organisations such as the Moorabool Shire Council.

The Society does incur expenses in carrying out its activities. Membership fees are low and largely expended in providing member services such as the regular newsletter.

The Society does charge for services where the research involves significant research time, the photocopying of historical documents, the reproduction of photographs, postage costs and so on.

The Bacchus Marsh and District Historical Society Inc will endeavour to find as much information for your request as we can but we cannot guarantee a favourable result.

The following schedule shows the Historical Society's fees & charges.

Research Requests	Fees & Charges As at 1st Feb. 2018	
	Society Members	Non Members
Photocopying onto A4 or A3 plain paper - B&W. For colour double the price.	30c per copy A4 50c per copy A3	50c per copy A4 \$1 per copy A3
Photograph copied onto photo copy paper, or photograph paper up to A4 size. Or to a new USB stick.	Price on application	Price on application
Whether it's a walk-in visit or postal/email enquiry, research done by Society historians is only done on the basis of a written request (Research Request Form) and is charged in units of one hour or part thereof. A minimum charge for one hour's work applies and we will advise if more time is required. Frequently for more in-depth requests at least two hours is required but we will advise you of this.	First hour - copying costs only; thereafter \$25 per hour plus copying costs	\$25 per hour plus copying costs. Inc. up to 5 - A4 plain paper copies of doc's.
	All payments are requested in advance. Direct payment into Societies Bank Account available.	

Visit us in person

You can visit the Historical Society Archives during opening hours to make a request in person. The Address details are shown at right. The above schedule of fees still applies.